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ABSTRACT

This is a statement of policy and procedures for drug and alcohol use at Gwynedd-Mercy College (Pennsylvania). A brief first section states the campus prohibition of possession or consumption of illegal drugs and alcoholic beverages. Several guidelines are listed, first, for special events at which alcoholic beverages may be consumed by those 21 or older; and, second, procedures for dealing with chemical abuse. Appendix A details consequences and procedures for first, second and third student offenses. Included are copies of a student incident report form and a non-academic probation form. Appendix B enumerates the disciplinary policy for residential students. Three levels of violation with corresponding sanctions are delineated. Attached are forms for resident student incident report and residential probation. Appendix C defines employee policy for first, second and third offenses and confidentiality regarding any offenses. Attached are forms for employee incident report and employee probation. Appendix D spells out the health risks associated with drugs and alcohol. Appendix E contains formal definitions of key terms. Appendix F is a special permission form for alcoholic beverages at campus special events. (JB)

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Major objectives of the project are to:

- increase access to the information on programs, policies, and curricula developed by Network member institutions;
- encourage the use of the ERIC system by Network member institutions;
- improve the Network's ability to know about, and share information on activities at member institutions; and
- test a model for collaboration with ERIC that other national agencies might adopt.

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POLICY AND PROCEDURES
RELATED TO DRUG AND ALCOHOL USE

"Gwynedd-Mercy College strives to provide a milieu that fosters the development of the total person . . . so that students will become effective contributors to the creation of a more truly human and dignified life for themselves and those whose lives they touch." Flowing from this mission is our commitment to address issues related to chemical use and abuse in ways that will enable students, faculty members, or staff members afflicted with chemical dependency or its effects to receive the help they need to be restored to health and dignity. We are committed to promoting standards of healthy living both through educational processes and maintenance of a climate conducive to personal growth and development in all areas of living. We recognize addiction as a disease which must be handled with both competence and compassion.

Campus Policy

Drugs

Federal law forbids the possession or consumption of illegal drugs or narcotics. The sale, use, possession, or manufacture of such illegal items is strictly forbidden on campus. Infraction of this Federal law constitutes a major violation of Campus Policy (see Appendices).

Alcoholic Beverages

The possession and consumption of alcoholic beverages on campus is forbidden. Gwynedd Mercy College conforms to Pennsylvania state law in its policies, and the law of Pennsylvania states:

> "It shall be unlawful for a person less than twenty-one (21) years of age to attempt to purchase, consume, possess, or transport an alcohol or malt or brewed beverage within the Commonwealth. The State Liquor Council Board operates under State Law. It is a misdemeanor to transfer unlawfully a registration card for the purpose of falsifying age to secure malt or alcoholic beverages. Also, it is a misdemeanor for any person to sell, furnish, or give any minor under twenty-one (21) years of age any malt or alcoholic liquor. The penalty for this is $100.00 to $300.00 or three months in jail upon conviction."

Allowances are made, however, for special events for those 21 or older who receive permission from the Vice President for Student Services and who follow these guidelines:

a. No event may include the sale of alcoholic beverages.

b. Individuals sponsoring an event must implement precautionary measures to ensure that alcoholic beverages are not accessible to or served to persons under the legal drinking age or to persons who appear intoxicated.

c. At social functions where alcoholic beverages are provided by the sponsoring organization, direct access should be limited to a person(s) designated the server(s).

d. Consumption of alcoholic beverages is permitted only within the approved area designated for the event.

e. Nonalcoholic beverages must be available as prominently as the alcoholic beverages.

f. A reasonable portion of the budget for the event shall be designated for the purchase of food items.

g. No social event shall include any form of "drinking contest" in its activities or promotion.

h. Advertisements for any College event where alcoholic beverages are served shall mention the availability of nonalcoholic beverages as prominently as alcohol. Alcohol will not be used as an inducement to participate in a campus event.

i. Promotional materials including advertising for any College event shall not make reference to the amount of alcoholic beverages (such as the number of beer kegs) available.

j. Institutionally approved security personnel shall be present at all times during the event.

k. Alcoholic beverages may not be sold or consumed at any athletic event sponsored by the College.

Procedures for Dealing with Chemical Abuse

Recognizing that all addiction is a disease and that chemical abuse usually leads to addiction, the most important consideration is referral for appropriate treatment.

There is no one best method. Each case is individual and will be handled that way. However, there are general guidelines for referral which will be followed:

1. Confidential consultation with a counselor should be the first step in most cases of suspected or confirmed abuse. A suitable plan of action can be worked out which will include all of those involved from the counseling perspective with emphasis on treatment. However, academic, disciplinary, and work-related considerations will be included in the plan because each person is responsible for the consequences of his/her behavior. [See appropriate appendix for list of behavior problems and consequences.]

2. Isolated incidents of behavior related to chemical misuse should be dealt with immediately and referred directly to the appropriate administrator. [See appropriate appendix for sanctions.]

3. Those absent from class or work due to documented participation in rehab treatment will be afforded a medical leave status.

APPENDIX A--STUDENTS

Policy Violation: This policy is violated when any person under College jurisdiction unlawfully manufactures, uses, abuses, possesses, constructively possesses, distributes, or attempts to distribute drugs, alcohol, or any mood altering substances, or drug paraphernalia.

When a student has violated the drug/alcohol policy, the Dean of Students will be notified. The Dean of Students may, in turn, notify parents (if the student is under 21 years of age) and/or local authorities.

A student found in the act of selling alcohol and/or drugs within the area of the school's jurisdiction will be immediately dismissed from the College.

Any other person who violates the campus alcohol/drug policy may be reported to the local authorities and the College will cooperate in the prosecution of that person.

First Offense

Academic

--A student "under the influence" in class will be removed by Security if disruptive, abusive, or violent. A Student Incident Report will be filed by faculty/staff with the Dean of Students.

--A student "under the influence" will not be admitted to laboratories or permitted to use equipment. A Student Incident Report will be filed with the Dean of Students.

--Nondisruptive episodic misuse should be noted as a potential reason for referral to counseling.

--Students "under the influence" in a clinical area, extern program or student teaching position are responsible to the policies and procedures of the institutions to which they are assigned as well as to those of the College. A Student Incident Report will be filed with the Dean of Students.

Social

If a student is observed exhibiting aberrant behavior associated with chemical misuse, a Student Incident Report will be made to the Dean of Students who will follow up with an interview with the student. A report of the interview will be filed. In the case of vandalism or destruction of property, reimbursement will be required.

Residential

In addition to this campus-wide policy, resident students are required to adhere to policies particular to their situation found in the Resident Life Handbook. Those dealing specifically with drug and alcohol issues are included here as Appendix B.

Second Offense

If a second Student Incident Report is filed with the Dean of Students from the academic, social, or residential arenas, the student will be on non-academic Probation. He/she will be required to meet with a College counselor and to attend any programs recommended, including evaluation by a Certified Addictions Counselor. If the student is under 21 years of age, parents may be notified. Probation conditions will be signed and filed with the Dean of Students.

Third Offense

If a third Student Incident Report is filed or conditions of the probation are not met, the student will be referred to appropriate treatment. If suitable treatment is not pursued and documented, the student will be dismissed from the College.

Confidentiality

All files in the Counseling office and the Dean of Students' office are personal and confidential. These files will be purged upon graduation or termination from the College.

STUDENT INCIDENT REPORT

(Report filed with the Dean of Students
within 24 hours of incident)

Name of student:_____

Date and time of incident:_____

Place of incident:_____

Brief **description** of incident (include observations of drug/alcohol influence):

Steps taken:

Comments:

Signature_____

Date_____

Title_____

NON-ACADEMIC PROBATION

Name of student:_____

Date:_____

Reasons for probation:

Conditions of probation:

1. Meet with College Counselor
2. Follow recommendations of Counselor as listed here:

   a.

   b.

   c.

   d.

Student_____

Date_____

Dear of Students_____

Date_____

copy to: Counselor
Parents (if under 21)

APPENDIX B--RESIDENT STUDENTS

Gwynedd Mercy College has developed policies that serve to protect the learning process as well as the social welfare of the campus community.

Resident living is conditioned upon acceptance of College policy and agreement to honor and be bound by all policies contained within the Housing Agreement.

Gwynedd Mercy College reserves the right to dismiss from the Residence Hall any student who is unwilling to abide by regulations and policy, or who is no longer amenable to the educative process, or who poses a threat to that process and/or to the general welfare of the campus community.

Authority for the enforcement of College regulations and policy rests with the President of the College or those College officials designated by the President, namely, the Vice President for Student Services.

For the purpose of the Housing Agreement, "the Residence Hall" shall be defined as the building and the immediate surrounding grounds and the Residence Hall Parking Lot.

A. Drugs. Possession or use of illegal drugs will result in immediate termination of resident status.

B. Alcoholic Beverages. No person, including those who are 21 years of age or older (that is of legal age), may bring into or consume alcoholic beverages in the Residence Hall or in the nearby surrounding area. The Residence Hall Parking lot is included in this restriction.

Any student who appears in the College Residence Hall in an intoxicated condition or who creates a disturbance by reason of excessive drinking (e.g., behavior which disturbs others, or causes embarrassment, personal injury, or property damage), or who attempts to force or to induce a student to drink against his or her expressed desire, or breaches or attempts to breach or to induce a breach of the Law of the Commonwealth of Pennsylvania in regard to alcoholic beverages will be subject to disciplinary action.

Disciplinary Sanctions

Violations by Individuals

It is College policy consistently and rigorously to enforce the alcohol policy through a series of sanctions. These sanctions are designed to educate, evaluate, and emphasize the serious consequences of alcohol abuse. When a sanction includes presence and participation in the Education Program, this information will become part or the student's record in the Student Services Offices. Whenever evaluation and counseling are a part of the sanction, any records generated are maintained in the Counseling Office and treated as confidential information. These records will be destroyed at the time of graduation or upon

leaving the College. Violations of the alcohol policy and the attendant sanctions are divided into the following levels:

Level I

a. Violations

i. Possession/consumption--first offense with no aggravating condition.

ii. Possession of alcoholic beverage opened or unopened in the Residence Hall or surrounding area. The Residence Hall Parking Lot is included.

iii. Creating a disturbance while under the influence of alcohol--first offense with no property damage, physical injury, physical violence, or threat of physical violence.

b. Sanctions

Education Program--All students who have violated the policy at this level will be required to complete a two- hour alcohol education program provided by the Director of Resident Life including a pre- and post-test. There will be no evaluation by an addictions counselor at this level.

Level II

a. Violations

i. Second offense of any Level I violation.

ii. Level I violation aggravated by property damage, personal injury, physical violence, threats of physical violence, harassment or direct defiance of staff involved in the incident.

b. Sanctions

i. A $25 fine or up to six hours contributed services as determined by the Director of Resident Life.

ii. Warning status--the student will be placed on warning status for a period of one to three semesters, the length to be determined by the Director of Resident Life.

iii. Education Program--Each student is required to complete a six-hour educational course provided by the Counseling Services. The program will included a values sharing discussion regarding responsible and irresponsible behavior.

iv. Assessment by a College Drug and Alcohol Consultant--All students will be required to have a one-hour evaluative interview with the consultant. This assessment may result in a recommendation for additional counseling.

Level III

a. Violations

i. A third offense of a Level I violation.

ii. A second offense of a Level II violation.

iii. Any offense of policy that is grossly aggravated by the factors mentioned in the Level II violation (physical violence, damage, etc.).

b. Sanctions

i. Termination of Housing Agreement--A student may have the privilege of room and board revoked.

ii. Fine--If property damage. Amount set by Finance Office.

iii. Assessment by a Consultant--All students at this level will be assessed as noted in the Level II sanction.

iv. Counseling--All students will be required to complete hours recommended by the Drug and Alcohol Consultant.

RESIDENT STUDENT INCIDENT REPORT

(Report filed with Resident Life Director
within 24 hours of incident.)

Name of student:_____

Date/time of incident:_____

Place of incident:_____

Brief **description** of incident (include observations indicating drug/alcohol influence):

Steps taken:

Comments:

Signature_____

Date_____

RESIDENTIAL PROBATION

Name of student:_____

Date:_____

Reason for probation:

Conditions of probation (fill in **all** that apply):

1. Participation in two-hour alcohol education programs (specify date/time/place)
2. Fine (specify)

   Community service (specify)
3. Warning (specify)
4. Participation in six-hour education programs (specify)
5. Evaluation by approved addictions counselor. Summary of recommendations submitted. Follow-up documented.
6. Fine for property damage (specify)
7.
8.

Student_____

Date_____

Resident Director_____

Date_____

Dean of Students_____

Date_____

APPENDIX C--EMPLOYEES

Policy Violation: This policy is violated when any person under College jurisdiction unlawfully manufactures, uses, abuses, possesses, constructively possesses, distributes, or attempts to distribute drugs, alcohol, or any mood altering substances, or drug paraphernalia.

When an employee has violated the Drug/Alcohol policy, the following will be notified:

1. Appropriate supervisor

2. Appropriate director or chairperson

3. Local authorities as deemed necessary by the Executive Staff

If an employee is found in the act of selling alcohol and/or drugs within the area of the College's jurisdiction, that person's employment will be immediately terminated by the College.

First Offense

An employee "under the influence" will be removed by Security if abusive, violent, or disruptive. An Employee Incident Report will be filed with the appropriate director or chairperson. After a thorough investigation, the Employee Incident Report may be filed with the Executive Staff member under whose jurisdiction the employee falls. The Executive Staff member will interview the employee.

Non-disruptive, episodic misuse should be noted as a reason for counseling referral.

An employee "under the influence" will not be admitted to laboratories or permitted to use equipment.

An employee absent from work due to documented participation in rehab treatment will be afforded a medical leave status.

An employee "under the influence" in a clinical area, extern program, supervision of student teaching or any off- campus College-sponsored experience is bound by the policies and procedures of the institutions to which they are assigned and/or College policy.

If an employee is "under the influence" and vandalizes or destroys College property, reimbursement will be required.

Second Offense

If a second Employee Incident Report is filed with the Executive Staff member, the employee will be placed on probation subject to the following conditions:

1. He/She will be required to meet with a College-approved Addictions Counselor for evaluation.

2. Recommendations of the Counselor must be followed and documentation filed with the appropriate administrator.

Third Offense

If a third Employee Incident Report is filed or conditions of the probation are not met, the employee will be referred for appropriate treatment. If suitable treatment is not pursued and documented, employment will be terminated.

Confidentiality

All files and documentation will be kept as a special file by the appropriate executive administrator for each department and will be held as confidential personal files. All such special files will be destroyed upon termination of employment; however, the reason for termination will be noted on the official personnel file.

EMPLOYEE INCIDENT REPORT

(Report filed with appropriate director or chairperson
within 24 hours of incident.)

Name of employee:_____

Date/time of incident:_____

Place of incident:_____

Brief **description** of incident (include observations indicating drug/alcohol influence):

Steps taken:

Comments:

Signature_____

Date_____

Director/Chairperson_____

Date_____

EMPLOYEE PROBATION

Name of employee:_____

Date:_____

Reason for probation:

Conditions of probation:

1. Meet with approved Addictions Counselor for evaluation.

2. Provide summary of recommendations from evaluator and documentation of follow up.

3.

4.

5.

Employee_____

Date_____

Executive Staff member_____

_____

Date_____

Conditions of probation have been met as of _____.

Signature_____

Date_____

APPENDIX D

Health Risks Associated w/Drugs and Alcohol

One of the basic maxims of western civilization is "a healthy mind in a healthy body". We live in an age when good health, physical and mental, and general well being are more talked about than ever before, and we also live in a society where many major personal and social problems have their roots in addiction to alcohol and/or other drugs. This has led to a re-examination of what substance addiction is. Our contemporary health-care system classifies and treats such addiction as a life-threatening disease and not as moral weakness. Because of this, it is important for us to know just what a disease is and what the specific risks of substance abuse are.

A dictionary definition of disease is: "a condition of the . . . body or one of its parts that impairs the performance of a vital [necessary to life] function: sickness" [Webster's New Collegiate Dictionary, eighth edition]. In medical terms, a disease is a condition in which there is a causative agent [pathogen] which behaves predictably [course] and which has a predictable response [prognosis] to treatment [therapy]. A disease may be curable or fatal. Substance addiction is both; it can be arrested, but, if untreated, it is invariably fatal.

Among the most serious life-threatening health risks associated with substance addiction are:

For **Drugs**: Injury and/or death from accidents caused from or while being "under the influence".

Narcotics addiction frequently leads to pulmonary problems [aspiration pneumonia, pneumonia, lung abscess, septic pulmonary emboli, atelectasis, pulmonary fibrosis, *inter alia*], hepatitis, musculoskeletal conditions [arthritic conditions, infectious spondylitis, lumbar vertebral osteomyelitis, *inter alia*], immunologic alterations, neurologic disorders, and psychiatric problems.

For **Alcohol**: Injury and/or death from accidents caused from or while being "under the influence".

The most common forms of organ damage seen in cases of alcoholism are cirrhosis of the liver, peripheral neuropathy, brain damage, and cardiomyopathy. Gastritis is common and pancreatitis may develop. Psychological [living] problems are common, and psychiatric problems are not unusual.

This bare-bones list of some of the health problems associated with drug and alcohol misuse points up the need for a preventive approach to the addictive diseases. An ounce of prevention is worth a pound of cure.

APPENDIX E--DEFINITIONS

Alcohol/Drug/Mood Altering Substance: alcohol, drugs, narcotics and/or other health endangering compounds which include but are not limited to: alcohol, alcoholic beverages, tranquilizers, amphetamines, synthetic opiates, marijuana, LSD and other hallucinogens, glue solvent-containing substances, "look-alike" drugs, and all controlled substances identified in the following laws:

> Public Law 91-513--Comprehensive Drug Abuse Prevention and Control Act of 1970 [Federal Law]
>
> The Controlled Substance Drug, Device and Cosmetic Act of April 14, 1972 [P.L. 233, No. 64] and Amendments

College Jurisdiction: College premises or any College- sponsored activity.

Constructively possess: knowingly to have joint control and access with other persons to any alcohol, drug, or mood altering illegal substance.

Distribute: to deliver, sell, pass, share, or give to another person, or to assist in the delivery, selling, passing, sharing, or giving of any alcohol, drug, or mood altering illegal substance.

Drug Paraphernalia: all equipment, products, and materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance in violation of the law.

Employee: anyone hired by the College and paid either a wage or a salary.

Medical Leave Status: a leave of absence for medically related reasons as approved by the appropriate dean or administrator.

Possess: to hold or to have without attempting to distribute any alcohol, drug, or mood altering illegal substance.

APPENDIX F

SPECIAL PERMISSION FORM--ALCOHOLIC BEVERAGES

EVENT:_____

DATE:_____

TIME:_____

LOCATION:_____

SPONSORING ORGANIZATION:_____

EXPECTED ATTENDANCE:_____

I have read the alcohol policy of the College and will adhere to the Guidelines for Events found therein.

Signature [must be 21+]_____

Printed name of signatory_____

Permission to serve alcoholic beverages according to Guideline of our campus alcohol policy is granted by:

_____
Dean of Students/Exec. Staff Administrator

Date:_____

Special restrictions:_____

_____

N.B. This form is for campus-sponsored events only and does not apply to those persons or organizations renting College facilities.

A copy of this form must be posted near the service area during the event for which permission to use alcoholic beverages has been granted.